

**BY ORDER OF THE  
302 AIRLIFT WING COMMANDER**

**302 AIRLIFT WING INSTRUCTION 36-2905**

**19 AUGUST 2014**



**Personnel**

**FITNESS PROGRAM**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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(Col Courtney J. Arnold)

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This instruction implements Air Force Instruction (AFI) 36-2905 *Fitness Program*, 1 July 2010. This instruction applies to all members of the 302d Airlift Wing (USAFR). Refer recommended changes about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, through channels to 302 AW/CC. This instruction is subject to the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Privacy Act system of records notice F044 AF SG N, Physical Fitness File, applies. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at [https://www.my.af.mil/afrims/afrims/afrims/rds/rds\\_series.cfm](https://www.my.af.mil/afrims/afrims/afrims/rds/rds_series.cfm). The authorities to waive wing/unit level requirements in this publication are identified with a Tier ("T-0, T-1, T-2, T-3") number following the compliance statement. See AFI 33-360, Publications and Forms Management, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. This publication may not be supplemented or further implemented/extended.

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## **1. Roles and Responsibilities:**

### **1.1. Wing Commander**

1.1.1. Executes and enforces the Fitness Program for the 302d Airlift Wing and ensures compliance with appropriate administrative action in cases of non-compliance.

1.1.2. Appoints Wing Fitness Program Manager (WFPM)

### **1.2. Unit/Squadron Commander (CC) or equivalent**

1.2.1. Appoints Unit Fitness Program Manager (UFPD) and Physical Training Leaders (PTL) in writing. A copy of the appointment letter will be given to the Wing Fitness Program Manager.

1.2.2. Due to minimal staffing at the fitness assessment cell (FAC), Unit Commanders will appoint trained PTLs to augment the FAC based on the schedule created by the Wing Fitness Program Manager in accordance with [Attachment 4](#) and [5](#).

1.2.3. If a Unit Commander exempts a member from completing any portion of a Fitness Assessment (FA) due to a time-limitation or unforeseen catastrophic event that precludes training and assessment for greater than 30 days, the Unit Commander will notify the UFPM in writing of the exemption, the reason for the exemption, and the duration of the exemption.

1.2.3.1. The Unit Commander will request a military medical review to evaluate a member if the member is: 1) exempted from one or more of the FA components for a continuous twelve-month period, 2) has four component exemptions in a 24-month period, or 3) has failed three fitness assessments in 24 months. This is to determine if the member has a condition preventing them from passing a FA. See Attachment 2 for guidance and Attachment 3 for the evaluation form.

1.2.4. The Unit Commander or the UFPM will build the member's Fitness Case File (6-part folder) in accordance with paragraph 5.2 once the member receives their first Unsatisfactory fitness score. The Unit Commander or designee will serve the appropriate administrative action according to their unit's fitness guidance program. The Unit Commander or designee will keep this documentation in the member's Fitness Case File.

1.2.5. If the Unit Commander elects not to take administrative action for a member's failure to participate in the Fitness Program, the Unit Commander will document the reason for not taking any type of administrative or corrective action. The documentation will go in the member's Fitness Case File.

### **1.3. Exercise Physiologist (EP) or Wing Fitness Program Manager (WFPM)**

1.3.1. Provides guidance and recommendations on unit PT programs as requested by Unit Commander.

1.3.2. The EP or WFPM shall perform random inspections on unit fitness programs annually to determine whether the unit is complying with the latest version of AFI 36-2905, *Fitness Program*. The inspections will be in the form of a "no notice" inspection. The EP or WFPM that conducted the inspection shall notify the Unit Commander of the results within 30 days from the inspection date.

1.3.3. Publish the schedule described in **1.2.2.** no later than October 1 of each year.

### **1.4. Unit Fitness Program Manager (UFPM)**

1.4.1. Schedules and notifies members in the unit of their fitness assessment.

1.4.2. Provides members the Fitness Screening Questionnaire (FSQ) no earlier than 90 days of their fitness assessment but no later than 7 days prior to fitness assessment. UFPMs must retain a current copy of the FSQ for each member in the continuity binder. UFPMs should run a report in Air Force Fitness Management System (AFFMS) on who is due for each quarter and send an electronic or hard copy of the FSQ to the member to fill out. The member must then send back the FSQ to the UFPM for their files; signed via CAC card or wet signature.

1.4.3. If the member indicates an illness/injury, the UFPM will provide the member with the Civilian Medical Evaluation Letter/Civilian Medical Checklist (Attachment 6) and direct them to schedule with their civilian primary care physician to obtain medical documentation supporting their current illness/injury.

1.4.4. The UFPM shall notify the Unit CC if any member within the unit failed to accomplish a scheduled FA, failed to attend a scheduled fitness appointment or failed to complete mandatory educational intervention. All reservists can complete the online Be Well training when Active Duty Air Force Health and Wellness Center (HAWC) education and intervention programs are not available or accessible.

1.4.5. The UFPM shall assist the EP or WFPM with any inspection conducted on the unit's fitness program.

1.4.6. Once a Unit Commander (and only the Unit Commander) exempts a member via e-mail or signed Memo for Record to the UFPM, the UFPM must send the FAC an e-mail with the following information: Member's full SSN, Member's Height, Member's Weight, Type of Exemption: Deployment, Commander, Medical, Pregnancy; and the duration of deployment. The UFPM must include the Unit Commander in the e-mail sent to the FAC. When sending the e-mail about an exemption to the FAC, it is critical to encrypt it because the e-mail contains Privacy Act information. The FAC will input the exemption information into Air Force Fitness Management System (AFFMS). Note: Please refer to AFI33-332, para. 2.2.5 for correct PII emailing procedures.

1.4.7. UFPM's should regularly monitor the 302 AW FAC PTL Augmentee Schedule to ensure their assigned PTL reports for their assigned duty at the FAC.

1.4.8. If no PTLs are available in their unit, the UFPM will find an alternate PTL from another unit to cover their assigned month of augmenting the FAC. The UFPM should contact the Wing Fitness Program Manager to inform them that an alternate PTL will cover their unit's assignment.

1.4.9. Maintains a unit fitness continuity binder and a Member's Fitness Case File on each member who earns an unsatisfactory FA score.

#### **1.5. Physical Training Leader (PTL)**

1.5.1. Must complete the PTL trainer course and be CPR certified within 90 days of being appointed. The 21st Health and Wellness Center conducts PTL training for the 302 AW. The WFPM must schedule the training for the PTL at least two months in advance.

1.5.2. All official tests must occur within the Fitness Assessment Cell (FAC).

1.5.3. PTLs will augment the FAC personnel as per the 302 AW PAC PTL Augmentee Schedule.

#### **1.6. Member**

1.6.1. Must ensure he/she is scheduled in the period required to remain current and to notify their UFPM to schedule their FA.

1.6.2. The service member will obtain and complete the FSQ from their UFPM. Provide a copy of the FSQ to the UFPM and FAC.

1.6.3. Upon completing the FSQ, if a medical condition exists or arises prior to the scheduled FA, which would restrict the completion of their fitness requirements, the member needs to notify their UFPM and follow the 302 AW Fitness Profile Flow Chart ([Attachment 7](#)). The member must provide a copy of the civilian medical documentation ([Attachment 6](#)) to the UFPM and 302 ASTS in order to schedule an appointment with

ASTS to evaluate the civilian documentation. The completion of a FA will be dependent upon the outcome of the military medical provider review.

1.6.4. If the member notifies their UFPM, WFPM or Medical Liaison Officer (MLO) of a medical condition that exists or arises on the day of the FA, which would restrict the completion of their fitness requirements, the member will be Non-Current until the member can provide medical documentation from their civilian physician that supports the illness/injury.

1.6.5. If the member sustains an injury during the test, they must report that injury to the FAC staff immediately and follow the process outlined in the 302 AW Injury During Fitness Assessment Flow Chart ([Attachment 8](#)).

1.6.6. Provides a copy of any profile (AF Form 469), if issued, prior to a FA appointment to their UFPM, and also provide a copy to a FAC member prior to the FA. This is sent electronically from the 302 ASTS to the Unit Commander or their designated representative.

1.6.7. Participate in activities within the limits of their Physical Fitness Profile (AF Form 469).

## **2. FA Testing.**

2.1. Three 302d PTL augmentees are required to support the FAC on each day of the UTA (Saturday and Sunday). FAC personnel are the only authorized personnel that can enter scores into AFFMS.

2.2. If member does not bring their FSQ with them to the FA, the FAC will have the member sign one the day of their FA.

2.3. Members will report to the gym/FAC for: (1) height, (2) weight, (3) abdominal circumference, (4) push-ups, and (5) sit-ups. The FAC will manage testers authorized to walk IAW AFI 36-2905. Members have the option of doing the cardio-vascular (run) portion of the test before the strength portion if they desire. Members must notify the FAC personnel of their intent before the test.

2.4. Members that commute from an altitude lower than 5,250 feet, may request approval from the 302 AW/CC to test at an active duty base at or near their home altitude. The base must have a fully functional FAC. The FAC where the testing occurred is required to send a copy of the results to the member's UFPM. ([Attachment 13](#))

## **3. Unsatisfactory FA Scores.**

3.1. Members will notify their supervisor and UFPM of unsatisfactory test results or failure to meet requirements; the FAC will generate an AF 108. Within 60 days of the unsatisfactory test the member must produce a certificate for completing the online Be Well session available through Advanced Distributed Learning Service (ADLS) and turn into their units UFPM. If the member is unable to start within 10 days, a written authorization from the unit commander must be obtained and given to the UFPM. Members that receive consecutive unsatisfactory test results are required to re-enroll in the Be Well program for each failure.

3.2. The FAC will send an email to the member's Unit Commander and the UFPM notifying them of the unsatisfactory score.

3.3. Scorecards will be forwarded to the UFPD via email by the FAC and maintained for two years in the member's Fitness Case File (6 Part Folder).

#### 4. Adverse Personnel Actions (for Unsatisfactory Fitness Members).

4.1. Members must comply with Air Force fitness standards at all times. When members fail to comply with the standards they render themselves to administrative action.

4.2. Unit Commanders must evaluate the appropriate level of administrative action upon a member's Unsatisfactory fitness score. Commanders may consult with the 302d Staff Judge Advocate before taking any action.

4.2.1. **Formal Schools:** The reporting instructions for the requested school will define the fitness requirements. Commander's should consider the overall fitness history of members prior to approving attendance at formal schools. Many formal schools require participation in daily physical training while at the training course. A copy of the fitness history score sheet will accompany every application package.

4.2.2. **EPRs/OPRs:** The Rater must comment on the Ratee who does not meet physical fitness standards per AFI 36-2406, *Officer and Enlisted Evaluation Systems*, and should contact the FSS for further guidance on referral evaluations. The Unit Commander has the option to request an extension of an evaluation for fitness not to exceed 59 days. The airman can test within this 59-day window.

4.2.3. **Deployments:** Unit Commanders should not recommend someone for a voluntary deployment unless they have a passing fitness score. The gaining Combatant Command will define the fitness requirements in the reporting instructions for either voluntary deployments or involuntary mobilizations.

4.2.4. **Temporary Duty (TDY):** Unit Commanders should take into consideration mission requirements and leadership expectations before sending an airman TDY with an Unsatisfactory fitness score.

4.2.5. **Awards and Decorations:** Unit Commanders should not consider a member for an award and decoration while they do not meet fitness standards. Exception: Retirement decorations should consider the airman's total service contribution during their career.

4.2.6. **Non-Current Airmen:** Unit Commanders may place participating airmen who are non-current over 60 days for fitness testing in a No-Pay/No-Points status (Attachment 9). Every effort must be made to ensure airmen understand this restriction and resultant ramifications. Airmen will remain in a No-Pay/No-Points status until which time they report for duty to accomplish their FA. Airmen will be placed into an appropriate pay status prior to completing their FA. New accessions to the unit will have two consecutive UTAs from their in-processing date to complete the FA. (Example: Member arrives July UTA and in processes, they must test NLT Sept UTA). Unit commanders will handle each exception on a case-by-case basis.

#### 5. Fitness Program Case Files.

5.1. When a member of the 302 AW has four unsatisfactory fitness scores in a 24 month period, Unit Commanders will submit a retention or discharge recommendation within 30 days or one (1) UTA, to the 302 AW/CC utilizing documentation from the Member's Fitness Case File.

5.1.1. The 24-month period is calculated from the most current Unsatisfactory score on a FA. The period is not reset if a member passes a FA after a previous Unsatisfactory fitness score.

5.1.2. If a Unit Commander recommends retention, include all supporting documentation from the case file to justify the retention. The Unit Commander shall prepare a retention recommendation letter ([Attachment 10](#)). The retention recommendation package will process through the respective chain of command. If the 302 AW/CC supports the recommendation, the UFPM will retain the package at the unit.

5.1.3. If a Unit Commander recommends discharge, include all supporting documentation from the case file to justify the discharge with the recommendation letter ([Attachment 11](#)). It is imperative that all copies of communication (letters, email, etc.) between the member and the Unit Commander are included to fully support the discharge recommendation. The Unit Commander must ensure the member's medical record have been evaluated by the 302 ASTS prior to the recommendation ([Attachment 3](#)). If the Unit Commander requests a face-to-face medical evaluation, they will coordinate the event with the 302 ASTS.

## **5.2. Member's Fitness Case File (6 Part Folder)**

5.2.1. Content requirements ([Attachment 12](#)).

5.2.2. Case files will be kept locked in an approved storage location (filing cabinet) when not being reviewed.

5.2.3. Case files will be retained for 24 months following a passing fitness score by the member.

COURTNEY J. ARNOLD, Colonel, USAFR  
Commander

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-29, Military Standards, 26 Oct 2009

AFI 36-2905, Fitness Programs, 29 Oct 2013

AFI 36-2406, Officer and Enlisted Evaluations System, 2 Jan 2013

AFMAN 33-363, Management of Records, 1 Mar 2008

***Adopted Forms***

AF847, Recommendation for Change of Publication, 22 Sep 2009

***Abbreviations and Acronyms***

**ADLS**—Advanced Distributed Learning Service

**AFFMS**—Air Force Fitness Management System

**CAC**—Common Access Card

**EP**—Exercise Physiologist

**FA**—Fitness Assessment

**FAC**—Fitness Assessment Cell

**FSQ**—Fitness Screening Questionnaire

**HAWC**—Health and Wellness Center

**MLO**—Medical Liaison Officer

**PTL**—Physical Training Leader

**UFPM**—Unit Fitness Program Manager

**UTA**—Unit Training Assembly

**WFPM**—Wing Fitness Program Manager



## Attachment 2

## MEMORANDUM FOR MEDICAL REVIEW FOR REPEATED FITNESS FAILURES

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

28 Feb 14

MEMORANDUM FOR 302 AW UNIT COMMANDERS

FROM: 302 AW/CC

SUBJECT: Medical Review of Fitness Assessment Repeated Failures

1. It is in the best interests of the 302d Airlift Wing and its members to promote Air Force fitness standards and ensure our members are compliant. For members who have fitness assessment failures, it is the responsibility of the member to ensure they do not have a medical condition which may impair their ability to pass the fitness assessment. This memorandum establishes guidance as set forth below.

## 2. Medical Review Process

a. Upon the member's third fitness failure within a 24-month period, Commanders will ensure the member is scheduled for a face-to-face meeting with an ASTS medical provider. The Commander will insure the member provides a completed copy of Attachment 16 to AFI 36-2905 and the individual's Air Force Fitness Management System summary when reporting for the medical provider appointment. A review of the member's medical record and a provider interview will be conducted, typically during the UTA. A Standard Form 600 will be generated to document the interview and medical provider's recommendations. The SF 600 will be maintained as a permanent part of the member's medical record.

b. Per HQ SG guidance, Air Force Reserve providers will not diagnose or provide treatment. Therefore, the following statement will be included on the SF 600: "Recommend that rank & name of individual consult with their civilian primary care provider(s) and provide any additional medical documentation of a condition that may impair their ability to successfully complete the fitness assessment". It is the member's responsibility to ensure all medical documentation from their civilian provider is given to the 302 ASTS to be included in their medical record.

c. On the fourth fitness failure within a 24-month period, the commander will follow the procedures set forth in AFI 36-2905, *Fitness Program*, to include completing a new copy of Attachment 5 and must make a discharge or retention recommendation. Recommendations will be coordinated through the 302 AW to the appropriate discharge authority.

3. Any questions or concerns can be addressed to SMSgt Shannon Snare, 719-556-1369 or by email at Shannon.Snare.1@us.af.mil.

COURTNEY J. ARNOLD, Col, USAFR  
Commander

## Attachment 3

# **SAMPLE MEMORANDUM FOR MEDICAL EVALUATION FOLLOWING MULTIPLE UNSATISFACTORY FITNESS ASSESSMENTS**



## **DEPARTMENT OF THE AIR FORCE**

AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR MEDICAL PROVIDER

FROM: \_\_\_\_\_/CC(F)  
(Unit)

SUBJECT: Medical Condition Determination for Fitness Assessment (FA) Test Failures

Please determine whether there was a medical condition that precluded \_\_\_\_\_  
(Rank/ Name)

from achieving a passing score on the FA tests identified in the table below. Please contact me at DSN \_\_\_\_\_  
with any questions.

\_\_\_\_\_, USAF  
(Name) (Rank)

Commander/First Sergeant

1st Ind, MEDICAL PROVIDER

TO: UNIT/CC(F)

1. I have reviewed the member's medical record for each of the following FA tests as indicated by my initials below.  
I may be reached at DSN \_\_\_\_\_.

Filled in by unit (CC, CCF, or UFPD)						Completed by Medical Provider	
Member took FA tests on:	For this test, member was:					For this test, member:	
(Fill in FA failures for which a medical determination is required. If there is already a medical opinion on past failure, do NOT request another medical determination for that test.)	NOT exempt from any portion of the FA test.	exempt from run/walk.	exempt from sit-ups.	exempt from push-ups.	exempt from abdominal circumference measurement.	HAD a documented medical condition that precluded him/her from achieving a passing score in a non-exempt portion of the FA test.	DID NOT HAVE a documented medical condition that precluded him/her from achieving a passing score in a non-exempt portion of the FA test.
/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
/ /	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

\_\_\_\_\_  
Signature & Stamp of Medical Provider and Date

*This document/attachment may contain information which must be protected LAW AFI 33-332 and DoD Reg 5400.11; Privacy Act of 1974 as amended 5 U.S.C. 552a applies, and is For Official Use Only (FOUO). RECIPIENT IS RESPONSIBLE FOR SAFEGUARDING AND MAINTAINING THIS PRODUCT LAW THE PRIVACY ACT OF 1974, PL 93-579*

## Attachment 4

## 302 AIRLIFT WING PHYSICAL FITNESS LEADER AUGMENTEE REQUIREMENT

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

8 November 2013

## MEMORANDUM FOR 302 AW PERSONNEL

FROM: 302 AW/CC

SUBJECT: Fitness Assessment Cell Augmentation

1. The 302 AW is required to augment the Fitness Assessment Cell (FAC) during Unit Training Assemblies (UTA) with trained Physical Training Leaders (PTL). This support will be required indefinitely or until the FAC is able to hire sufficient civilian personnel to meet its staffing needs. I am requiring each unit to provide a specific number of PTLs to support the FAC during UTAs based on the manpower of each unit. The Wing Fitness Program Manager (WFPM) will create the PTL augmentation schedule and disseminate it to all Unit Commanders and Unit Fitness Program Managers (UFPM).
2. It is the responsibility of all Unit Commanders to ensure PTLs from their unit are augmenting the FAC according to the schedule that is attached. UFPMs will have the augmenting PTL sign the PTL appointment letter and the UFPM will maintain this letter.
3. PTLs will report to the FAC at 0700 on UTA weekends they are scheduled in order to sign-in and will be released by FAC personnel when completed with the duties assigned to them.
4. Please direct all questions regarding this matter to the 302d Sustainment Services Flight, SMSgt Robertson at (719)556-4001.

A handwritten signature in black ink, reading "Jack H. Pittman, Jr.", is positioned above the typed name.

JACK H. PITTMAN, JR., Col, USAFR  
CommanderAtch:  
PTL Schedule

## Attachment 5

APPOINTMENT LETTER FOR PHYSICAL TRAINING LEADERS TO AUGMENT  
THE FACDEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND


12 March 2012

MEMORANDUM FOR FAC REPRESENTATIVES, UFPMS, AND PTLs

FROM: PETERSON AFB FITNESS ASSESSMENT CELL

SUBJECT: Appointment Letter for Peterson AFB Fitness Assessment Cell

1. You are appointed an augmentee for the Peterson AFB Fitness Assessment Cell (FAC) to aid in administering official Fitness Assessments (FA). The 21 SW Force Support Squadron's 3M NCOs (hereby referred to as FAC Lead) oversee and manage FAC operations during your assignment at the FAC.
2. You may not administer FAs or input FA scores in the Air Force Fitness Management System (AFFMS) for members of your unit. You will administer all FAs with the utmost integrity, in accordance with AFI 36-2905 and other guiding regulations as applicable. If at any point you have concerns about the integrity of an FA or any part of the FA procedure, you will notify the FAC lead immediately.
3. Part of your duties in the Air Force Fitness Program will require you to have access to sensitive and protected Privacy Act information regarding Air Force members. That information includes, but is not limited to, fitness assessment scorecards, fitness screening questionnaires and/or SharePoint documents, social security numbers (SSN), and medical information. You will not reveal or disclose any personal information maintained within the FAC's case files or other information received as part of your duties associated with the Air Force Fitness Program, unless otherwise permitted or requested to do so by appropriate authority IAW AFI 36-2905 or any other lawful authority. The Privacy Act of 1974 applies to all personal information maintained at the FAC.

  
JACK H. PITTMAN, JR., Colonel, USAFR  
Commander1<sup>st</sup> Ind, (Name Printed) \_\_\_\_\_, (Date) \_\_\_\_\_

I hereby acknowledge understanding and receipt of this order.

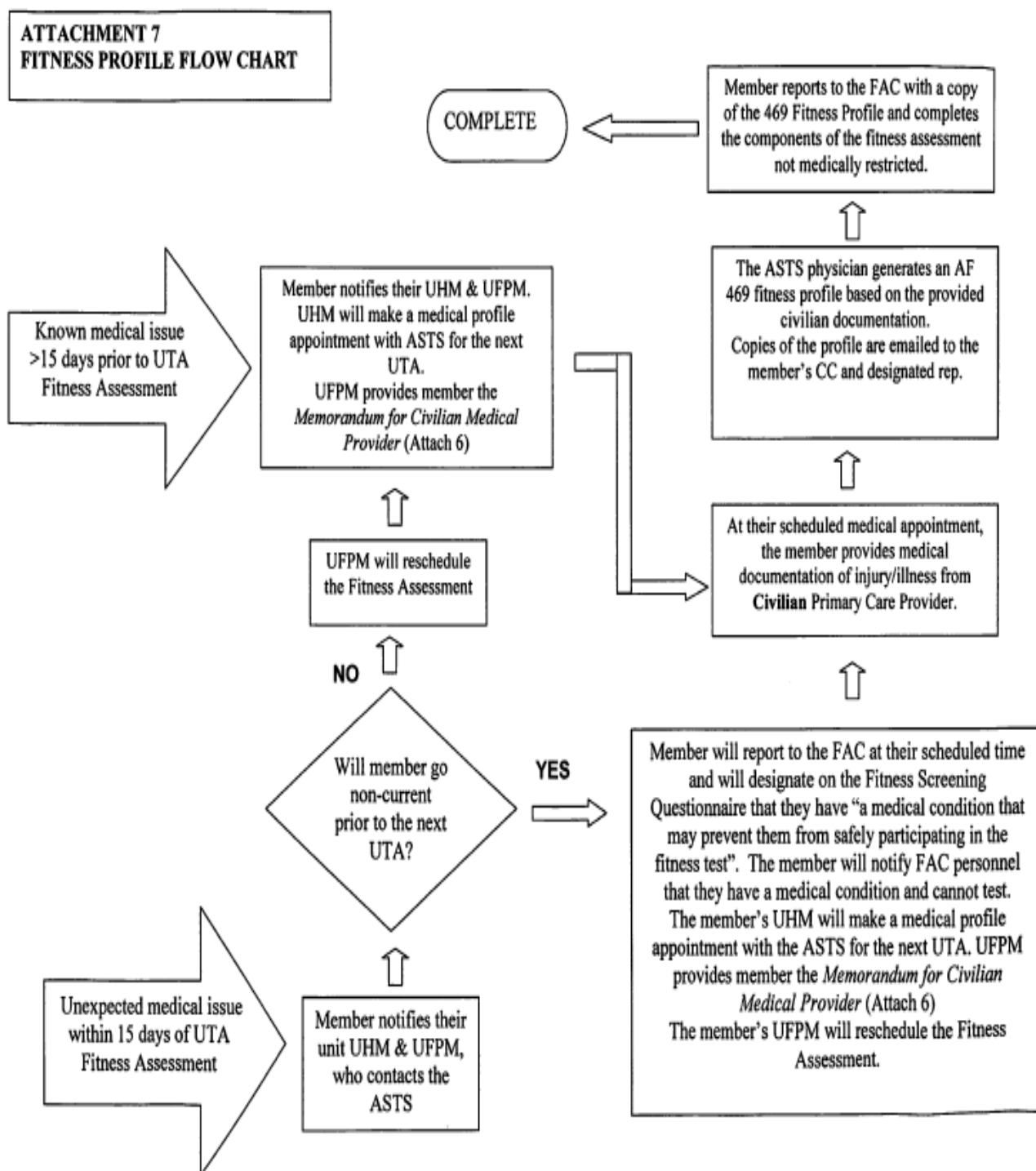
## Attachment 6

## SAMPLE MEMORANDUM FOR CIVILIAN MEDICAL PROVIDERS

HEALTH RECORD	CHRONOLOGICAL RECORD OF MEDICAL CARE															
<p><b>PRIVACY ACT STATEMENT:</b> This information is subject to the Privacy Act of 1974 (5 U.S.C. Section 552a). This information may be provided to appropriate Government agencies when relevant to civil, criminal or regulatory investigations or prosecutions. The Social Security Number, authorized by Public Law 93-579 Section 7 (b) and Executive Order 9397, is used as a unique identifier to distinguish between employees with the same names and birth dates and to ensure that each individual's record in the system is complete and accurate and the information is properly attributed.</p>																
<p>DATE: _____ <b>MEDICAL RECOMMENDATION : CIVILIAN TREATING FACILITY (SIGN EACH ENTRY)</b></p> <p style="text-align: center;">302 Aeromedical Staging Squadron Peterson AFB, Colorado Spring, Colorado Phone: (719)556-5251 Fax: (719)556-1129</p>																
<p>Patient Name: _____</p>																
<p>Primary Diagnosis: _____</p>																
<p>Secondary Diagnosis: _____</p>																
<p>Member is excluded from the following portions of the fitness exam:</p> <p style="padding-left: 40px;">1.5 Mile Run    1 Mile Walk    Push-ups    Sit-ups</p>																
<p>How long is the member exempt from the above activities _____</p>																
<p>Can the member run at least 100 yards    YES    NO</p>																
<p>Can the member lift at least 40 lbs    YES    NO</p>																
<p>Does this diagnosis affect the member's ability to do his/her military job related duties?    YES    NO</p>																
<p>If yes, explain. _____</p>																
<p>Is member currently taking any medications associated with this diagnosis?    YES    NO</p>																
<p>If yes, please list: _____</p>																
<p>Are you currently treating this member for any other medical conditions:    YES    NO</p>																
<p>If yes, explain. _____</p>																
<p>Member's signature _____ Date _____</p>																
<p>Civilian Provider Signature _____ Date _____</p>																
<p><b>PATIENT'S IDENTIFICATION</b> (Use this space for Mechanical Imprint)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>RECORDS MAINTAINED AT:</b></td> <td>302 ASTS PETERSON AFB, CO 80914</td> </tr> <tr> <td colspan="2">PATIENT'S NAME (Last, First, Middle Initial)</td> <td>SEX</td> </tr> <tr> <td>RELATIONSHIP TO SPONSOR</td> <td>STATUS</td> <td>RANK/GRADE</td> </tr> <tr> <td colspan="2">SPONSOR'S NAME</td> <td>ORGANIZATION</td> </tr> <tr> <td>DEPAR./SERVICE</td> <td>SSN/IDENTIFICATION NO.</td> <td>DATE OF BIRTH</td> </tr> </table>	<b>RECORDS MAINTAINED AT:</b>		302 ASTS PETERSON AFB, CO 80914	PATIENT'S NAME (Last, First, Middle Initial)		SEX	RELATIONSHIP TO SPONSOR	STATUS	RANK/GRADE	SPONSOR'S NAME		ORGANIZATION	DEPAR./SERVICE	SSN/IDENTIFICATION NO.	DATE OF BIRTH
<b>RECORDS MAINTAINED AT:</b>		302 ASTS PETERSON AFB, CO 80914														
PATIENT'S NAME (Last, First, Middle Initial)		SEX														
RELATIONSHIP TO SPONSOR	STATUS	RANK/GRADE														
SPONSOR'S NAME		ORGANIZATION														
DEPAR./SERVICE	SSN/IDENTIFICATION NO.	DATE OF BIRTH														
<p><b>CHRONOLOGICAL RECORD OF MEDICAL CARE</b> Medical Record</p>																
<p>STANDARD FORM 600 (REV. 11/2010) Prescribed by GSA and ICMR FIRM (41 CFR) 201-45-505</p>																
<p>PREVIOUS EDITION'S NOT USABLE</p>																

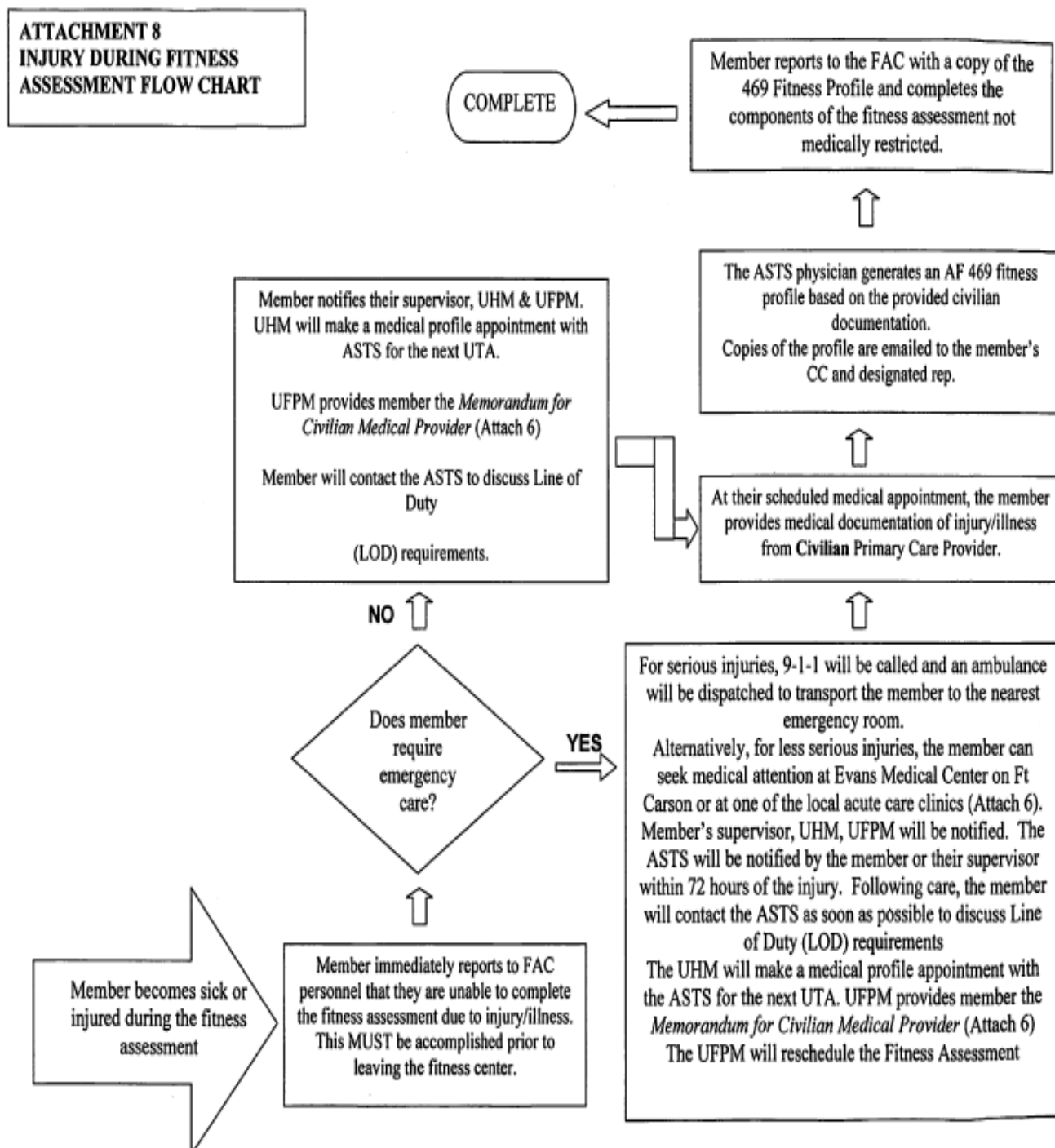
STANDARD FORM 600 BACK (REV. 11/2010)

**Attachment 7**  
**FITNESS PROFILE FLOW CHART**



## Attachment 8

## INJURY DURING FITNESS ASSESSMENT FLOW CHART





## Attachment 9

## SAMPLE DENIAL OF PARTICIPATION FOR PAY AND POINTS MEMORANDUM

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

DATE

MEMORANDUM FOR TSgt Joe Smith, 123-45-6789  
123 Smith Street.  
Colorado Springs, CO 80906

FROM: 302 UNIT/CC

SUBJECT: Denial of Participation for Pay and Points

This is to notify you that I have initiated administrative separation actions against you under the provisions of AFI 36-3208, for unsatisfactory performance, specifically failure to meet minimum fitness standards, according AFI 36-3209, *Separation and Retirement Procedures for Air National Guard and Air Force Reserve Members*, para 3.18.9, and AFI 36-2905, *Fitness Program*, para 9.1.5. Under the provisions of AFI 36-2254v1, Chapter 1, Table 1.2, Note 3, you may not participate in any pay or point activity pending resolution of separation action.

THE COMMANDER, Lt Col, USAFR  
Commander

1<sup>st</sup> Ind, TSgt Joe Smith

Memorandum for 302 UNIT

I acknowledge receipt of this notification. This acknowledgement constitutes neither my agreement nor disagreement with this action.

JOE A. SMITH, TSgt  
123-45-6789

## Attachment 10

## SAMPLE RETENTION RECOMENDATION LETTER



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

Date \_\_\_\_\_

MEMORANDUM FOR 302 \_\_\_\_ Group/CC  
302 AW/CC In turn

FROM: \_\_\_\_\_/CC

SUBJECT: Recommendation for Retention/Separation (choose one) of \_\_\_\_\_

1. AFI 36-2905, AFGM2 para 15. Requires that Unit Commanders must make a discharge or retention recommendation to the Installation Commander once an Airman receives four Unsatisfactory Fitness Assessment (FA) scores in a 24-month period and a military provider has ruled out medical conditions precluding the Airman from achieving a passing score. For every subsequent FA failure, Unit Commanders must submit a retention decision memorandum to the Installation Commander for final decision. As such, this letter is notification that \_\_\_\_\_ has failed \_\_\_\_\_ fitness tests within a 24-month period. Sgt Smith's scores have been \_\_\_\_\_, date, \_\_\_\_\_, date, ... Sgt Smith has been properly briefed and entered into the Self-paced Fitness Improvement Program. I have taken the following action(s) to emphasize and encourage being fit and healthy: Example LOC-date, LOA-date, LOR-date, rank reduction-date, etc.

2. I recommend that \_\_\_\_\_ be retained in the United States Air Force Reserve until his next official retest date during the \_\_\_\_\_ UTA, or I recommend that we pursue the discharge/retirement of \_\_\_\_\_ from the United States Air Force Reserve. The specific reasons for this retention recommendation are as follows:

- a. **Example**-Sgt Smith has been steadily improving his fitness scores with each 6-month exam. He dutifully completes his UTA fitness training sessions, and documents his off-duty fitness training. He has lost 20 pounds over the last 10 months and demonstrates a good attitude toward the fitness program and appears to sincerely want to succeed. I think that he will pass on his next fitness test in 3 (or 6 or 9) months. Should he not succeed within 3 months, IAW above guidance provide you an updated recommendation.

Or

- a. **Example**-In addition to multiple fitness test failures, Sgt Smith has shown a total disregard for improving his fitness, and has made no progress over the last X months since being entered into the Self-paced Fitness Improvement Program. His scores have varied slightly only over the last 24 (or more) months and he has a negative attitude towards being fit. He is combative with his supervisors when discussing his status, and his negative attitude is infecting other members of the unit.

3. Actions during the next 3 (or 6 or 9) months: **Example**-\_\_\_\_\_ will be provided the opportunity to fully participate in the Self-Paced Fitness Improvement Program (SFIP). Furthermore, he has been ordered to participate in a 30-minute physical training (PT) session each day he is in military status, to be documented on the AF Form 1775. \_\_\_\_\_ will also be required to

participate in a "practice" fitness test each UTA (which will serve as his PT session for that day) and document that on the AF Form 1975 as well.

b. FOR ARTS ONLY-As an Air Reserve Technician (ART) he/she is provided time during his work day to participate in PT. I have also highly recommended to \_\_\_\_\_ to take full advantage of this opportunity.

JOHN A DOE, Major, USAFR  
Commander

1<sup>st</sup> Ind, 302 unit/CC

MEMORANDUM FOR 302 AW/CC

I concur / do not concur with the recommendation for retention/separation for \_\_\_\_\_.

JANE E. DOW, Lt Col, USAFR  
Commander

2<sup>nd</sup> Ind, 302 Group/CC

MEMORANDUM FOR 302 AW/CC

I concur / do not concur with the recommendation for retention/separation for \_\_\_\_\_.

WILLIAM T. EAGLE, Colonel, USAFR  
Commander, 302 AW

## Attachment 11

## SAMPLE DISCHARGE RECOMENDATION LETTER



DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

Date

MEMORANDUM FOR GP/CC  
302 AW/JA  
302 AW/CC  
IN TURN

FROM: 302 UNIT/CC

SUBJECT: Recommendation for Administrative Discharge, SrA John W. Smith (302 SFS)

1. I recommend that SrA John W. Smith be discharged from the United States Air Force Reserve. The authority for my recommendation is AFI 36-3209, para 3.18.9, [and AFI 36-2905, *Fitness Program*, para 9.1.5]. The specific reason for the proposed discharge is that SrA Smith failed to meet minimum fitness standards.
2. Type of separation recommended: Honorable
3. Information from the military record follows:
  - a. Date and term of enlistment:
  - b. Date entered IADT:
  - c. Date of birth:
  - d. Test scores: ADM: GEN: ELECT: MECH:
  - e. Formal training completed:
  - f. Date assigned to current unit of assignment:
  - g. Length of prior service, active and inactive:
  - h. Current grade and effective date:
  - i. Demotions, if any, and reasons and dates thereof. If there have been none, explain why the circumstances that led to the discharge/retention action did not warrant consideration of demotion:
  - j. Time lost (Give reasons and dates):

2

k. Record of Disciplinary Actions:

l. Conviction of courts-martial. Specify offenses, findings, sentence:

m. Overall ratings on member performance reports:

n. Favorable communications, citations, or awards:

o. Derogatory data, other than action by courts-martial or under Article 15, UCMJ or state military code:

p. Medical or other data meriting consideration:

q. For members who have not completed initial training (basic or technical), summarize progress or describe failure to progress.

4. Before recommending this discharge, I ensured SrA Smith has been given every opportunity to improve his fitness performance and that he has been given an opportunity to overcome his deficiencies through unit physical fitness training.

5. I do not recommend probation and rehabilitation according to AFI 36-2909, para 3.25. SrA Smith has been given several opportunities to improve his fitness performance; however, his efforts have been ineffective.

6. In my judgement, this member (should)(should not) be reported under AFI 71-101.

7. If required, actions required under AFI 31-501, Chapter 9, are complete.

UNIT CC, Lt Col, USAFR  
Commander

Attachments:

1. AFFMS Fitness Score Printout
2. Medical Evaluation Memo, Atch 5
3. AF Form 108-Physical Fitness Education/Intervention Processing
4. Disciplinary Actions
5. UFPD/Supervisor Information

## Attachment 12

**SIX PART FOLDER TABLE OF CONTENTS REQUIREMENTS**

Part 1:
AF form 108 (Physical Fitness Education and Intervention Processing)
Certificate of Completion of Education and Intervention Program (Be Well)
Part 2:
Copy of official fitness assessment score sheet
AFFMS fitness score printout
Part 3:
HIPAA cover sheet
Fitness Screening Questionnaire (FSQ)
AF Form 469 (Duty limiting conditions report)
AF Form 422 (Notification of Air Force member's qualification status)
Medical clearance letters
Part 4:
Administrative Actions (MFR, LOC, LOR, etc)
Part 5:
Unit Specific Information
Local acknowledgement forms
Fitness contracts
Exercise prescriptions
Fitness tracking logs, etc
Part 6:
Other Pertinent Information
Email traffic
Written correspondence, etc

## Attachment 13

## HIGH ALTITUDE WAIVER LETTER

DEPARTMENT OF THE AIR FORCE  
AIR FORCE RESERVE COMMAND

12 November 2013

MEMORANDUM FOR 302 UNIT COMMANDERS

FROM: 302 AW/CC

SUBJECT: Fitness Assessment High Altitude Waivers

1. AFI 36-2905, *Fitness Program*, paragraph 4.1.2 provides commanders the discretion to allow reservists to complete their Fitness Assessment (FA) at AF units at or near their home altitude. This policy letter is designed to provide 302d Unit Commanders additional guidance when considering a high altitude waiver request.

2. In addition to the guidance in para 4.1.2, 302d Unit Commanders will use the following guidelines in considering a member's eligibility for the waiver:

a. Member's Home of Record (HOR) must be outside the 21 SW established local commute area.

b. Member's HOR elevation must be < 5,250 ft using the published Airfield Elevation at an airfield nearest the member's HOR.

3. If all of the guidelines in para 2 above are met, the member is considered eligible to test at another Fitness Assessment Cell (FAC). The wing commander has the final authority to grant or deny the member's request. When considering the request, commanders will adhere to the following guidelines:

a. The AF installation the member is requesting to administer the FA must have an operating FAC. This installation must be closest to the member's HOR. The member is responsible for scheduling the FA with the FAC and coordinating for the forwarding of their FA results to their UFPD.

b. The member must be in an active duty military pay status (MPA or RPA) for the FA.

c. The transportation/per diem considerations for this order will be IAW written guidance in JFTR. When determining the duration of the order, commanders should use 1.5 hours as the planned length of the FA. If travel and the FA cannot be accomplished on the same day the 302 AW/CC or CV will determine the length and type of order to be accomplished.

A handwritten signature in black ink, reading "Jack H. Pittman, Jr.", is positioned above the typed name.

JACK H. PITTMAN, JR., Colonel, USAFR  
Commander